



MINISTERO DELLA DIFESA

DIREZIONE GENERALE PER IL PERSONALE CIVILE

3° REPARTO 8^a DIVISIONE 1^a SEZIONE

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M_DGCIV

Prot. nr. 0014653

Del 02/03/2009

PARTENZA

A INDIRIZZI IN ALLEGATO

OGGETTO: candidature di dipendenti civili a posti a “status internazionale”. **Legge 27 luglio 1962 n.1114.**

seg.f.n. 89152 del 17/12/2008

Stamadifesa ha reso noto che è disponibile il posto a status internazionale presso la NATO.

I dipendenti civili dell'A.D., interessati al posto indicato nella tabella riepilogativa, dovranno inviare la propria candidatura, attenendosi a quanto richiesto dal bando, all'Organismo Internazionale che ha promosso l'iniziativa, trasmettendo nel contempo altro originale di detta documentazione al 3° Reparto – 8^a Divisione – 1^a Sezione di questa Direzione Generale.

Si fa presente, che il bando e la relativa modulistica possono essere scaricati direttamente dal sito di questa Direzione Generale [http:// www.persociv.difesa.it](http://www.persociv.difesa.it). **(nella sezione circolari ed altra documentazione).**

Si comunica, altresì, che le eventuali candidature, corredate da relativa documentazione, possono essere inviate anche via e-mail all' indirizzo sottoindicato:

r3d8s0@persociv.difesa.it

Posto	Località	Descrizione	Pos.econ.richiesta	Lingua	Scadenza
N.09010-09011	Geilenkirchen (Germania)	Senior Technician (Propulsion)	B4 (equiv.p.e.B2)	inglese	09/03/2009

IL DIRETTORE DELLA DIVISIONE

(Dirigente Dr.ssa Marina MASSARUTI)

f.to

ELENCO INDIRIZZI

Ufficio del Direttore Generale	Interno
Ufficio relazioni con il pubblico	Interno
Gabinetto del Ministro	Roma
Ufficio Centrale del bilancio e degli affari finanziari	Roma
Ufficio centrale delle ispezioni amministrative	Roma
Direzione generale per il personale militare	Roma
Direzione generale per gli armamenti terrestri	Roma
Direzione generale per gli armamenti navali	Roma
Direzione generale per gli armamenti aeronautici	Roma
Direzione generale delle telecomunicazioni, dell'informatica e delle tecnologie avanzate	Roma
Direzione generale dei lavori e del demanio	Roma
Direzione generale del commissariato	Roma
Previmil	Roma
Direzione generale della sanità militare	Roma

Vacancy Notice

Vacancy Numbers:	09010+09011
Grade:	B-4
Title:	Senior Technician (Propulsion)
Division/Office:	Propulsion Section, Aircraft Systems Branch, Aircraft Maintenance Squadron, Logistics Wing
NATO Body:	NAEW&CF E-3A Component Geilenkirchen
Country:	Germany
Closing Date:	24 March 2009
Point of Contact:	Mr. R. Gülpen, 02451-632340 Mr. J. Simon, 02451-632343

1. GENERAL:

Applications are invited for the posts listed above.

Applicants are required to strictly adhere to the instructions on how to apply (paragraph 11) in order to ensure that their applications receive full and proper consideration.

Please note that only applicants who succeed in the initial screening will receive a response.

In principle, applications will only be accepted from nationals of the following countries which contribute to the budget of the E-3A Component: i.e. Belgium, Canada, Denmark, Germany, Greece, Hungary, Italy, Luxembourg, The Netherlands, Norway, Poland, Portugal, Spain, Turkey and the United States of America.

Note: The only exception to the above is when applications are received from NATO International Civilian serving staff members.

The E-3A Component reserves the right to select personnel for future identical vacancies from among the candidates who apply on account of this advertisement.

A major organizational review is currently under way. Consequently, the grade and the post are not guaranteed. Furthermore, potential candidates are herewith informed that this recruitment process may well have to be curtailed prematurely at any point in the future, depending on the nature of ongoing developments and/or the final outcome of the aforementioned organizational review and/or for any other valid organizational reasons.

Any future employment at the E-3A Component may be affected by possible changes to the establishment and/or new NATO Civilian contract policy.

In accordance with current NAEW&CF E-3A Component contract policy, the selected candidate will, in general, be offered a one-year initial/reassignment/definite duration contract, depending on the status of the selected candidate.

Normally the Civilian Personnel Selection Board will only consider the applications of candidates fully meeting all the essential qualifications of the job description. When no candidates apply who meet all the essential qualifications, the board **may** decide to consider candidates not possessing all of the essential qualifications. If such candidates are selected, they will be appointed at a lower grade and their employment contract will

stipulate the conditions under which the grade attached to the post can be granted and the employment contract confirmed.

2. POST CONTEXT:

The NAEW&CF E-3A Component is a multinational NATO Command Force providing an airborne early warning and control (AEW&C) capability in support of Alliance objectives. The Logistics Wing (LW) is responsible for the management of all E-3A aircraft (a/c) maintenance; of all E-3A peculiar and non-peculiar items; of all procurement-related activities and for logistics forecasting and configuration control. The Aircraft Maintenance Squadron manages assigned personnel and resources to accomplish requirements of scheduled and unscheduled E-3A a/c maintenance, mobility and deployment commitments, Quality Assurance and other unit tasking. Is responsible for the flight line maintenance of E-3A Life Support Equipment, the provision of "Red Ball Response" as well as pre- and post-flight inspections. Develops common training modules for all a/c maintenance technicians and conducts training for flight line maintenance. The Aircraft Systems Branch performs scheduled/unscheduled maintenance on E-3A a/c, flight controls, landing gears, pneudraulic, electric, fuel and environmental systems as well as on ground equipment and tools. Performs acceptance inspections of serviceable engines received from contractor, prepares unserviceable engines for shipment. Performs organizational/limited intermediate maintenance on installed/spare engines and conducts engine runs. Inspects, tests and certifies condition of new parts stored at supply locations. Performs scheduled/unscheduled engine/Auxiliary Power Unit (APU) changes and performs intermediate maintenance on installed/spare APUs. Performs test stand runs for complete APU system analysis. Provides initial and refresher a/c maintenance training modules and certifies initial and re-qualifications of engine run-up technicians. Maintains the flight simulator. The Senior Technician in the Propulsion Section is responsible for all maintenance production concerning a/c engines and Auxiliary Power Units (APU) within the Aircraft Systems Branch. Conducts scheduled and unscheduled maintenance of a/c, a/c components and related equipment/tools.

3. REPORTS TO:

The NCOIC, Propulsion Section or designated supervisor.

4. PRINCIPAL DUTIES: Responsible for:

Performing scheduled and unscheduled maintenance on aircraft propulsion systems, related subsystems, equipment/tools and APU;
Performing engine test/trim ground runs;
Performing scheduled and unscheduled maintenance, troubleshooting, servicing, inspection, testing, modification, evaluation, repair, replacement and adjustment of aircraft components and related support/test equipment and tools;
Performing acceptance inspections of serviceable engines received from contractor and preparing/packing unserviceable engines for shipment to contractor;
Maintaining flight simulators;
Maintaining inspection and maintenance records;
Performing aircraft ground handling;
Performing acceptance and transfer inspections under guidance of Quality Control;
Inspecting, testing and certifying the condition of new parts stored at supply locations;
Assisting in conducting training programmes;

Providing technical information on assigned equipment, assisting debriefing experts and recommending methods to improve equipment performance and maintenance procedures;
Functioning as technical publications, Consolidated Tool Kit (CTK) and tool monitor;
Operating logistics related computer terminals;
Operating motor vehicles, support and test equipment;
Performing dispatcher and general housekeeping duties, including ground snow/ice removal.

5. ADDITIONAL DUTIES: Responsible for:

Performs safety inspections on equipment in accordance with applicable Host Nation accident prevention and technical standards;
May be required to perform Disabled Aircraft Recovery (DAR) duties;
Furthermore responsible for:
Performing other related duties as assigned;
Temporarily performing, as directed, duties at other locations both within and outside NATO's boundaries;
Participating, as directed, in exercises and NATO operations and missions including taking part in frequent short-term and/or long-term deployments (i.a.w. the relevant provisions of the NATO Civilian Personnel Regulations) and/or duty travel (TDY) both within and outside NATO's boundaries. During these periods, may temporarily also be required to perform duties outside the normal scope of his/her job description to support mission accomplishment;
Participating in deployments and/or TDY, if required, upon short notice and/or without prior knowledge of the location and/or the conditions in which NATO will be operating;
Participating in deployment training and medical preparation programmes (including immunisation) as determined based on specific operational requirements;
Wearing/carrying, as directed, protective clothing/equipment while performing duties and/or participating in training, exercises, operational evaluations, and NATO operations and missions unless temporarily exempted for medical reasons;
In the case of operational or other valid reasons and at the discretion of the responsible supervisor carrying out a similar range of duties in any organizational element of the headquarters, at the same grade and in a comparable functional speciality, without necessitating a change to the employment contract. This situation could continue for an unspecified period during which the aforementioned operational or valid reasons prevail.
NB: In this situation, the responsible supervisor is the supervisor who is in charge of both organizational elements where the duties are being performed.
Maintaining a level of personal fitness appropriate to the assigned duties and responsibilities;
Attending, as directed, additional training courses/programmes.

6. ESSENTIAL QUALIFICATIONS:

a. Professional/Experience:

Very good working knowledge of aircraft propulsion (e.g. a/c engines and auxiliary power units) maintenance acquired through at least 3 years function related, current professional experience. Good working knowledge of interpreting technical publications and independently analysing and rectifying technical problems.

b. Education/Training:

Higher Secondary education and completed intermediate vocational training in aircraft maintenance encompassing aircraft propulsion and auxiliary power unit (APU) systems, or

Secondary education and completed appropriate advanced vocational training with at least 1 additional year of post related, current professional experience. Driving license equivalent to European Class B.

c. Security Clearance:
NATO SECRET

d. Language: Standard NATO Language Profile (SLP).
The 4-digit SLP refers to **listening, speaking, reading** and **writing** in that sequence; the level number stands for: 1–Elementary; 2–Fair (limited working); 3–Good (minimum professional); 4–Very Good (full professional); 5–Excellent (native/bilingual)
English 3332

Note: The work, both oral and written, in this post and in this headquarters as a whole, is conducted mainly in English.

e. Standard Automated Data Processing (ADP) Knowledge:
The four NATO standards of ADP Knowledge are: No Knowledge, Basic Knowledge, Working Knowledge, and Advanced Knowledge.

Word Processing:	Basic Knowledge
Spreadsheet:	Basic Knowledge
Graphics Presentation:	No Knowledge
Database:	No Knowledge
E-Mail Client/Web Browser:	Basic Knowledge
Web Content Management:	No Knowledge

f. Physical/Medical Prerequisites:
Must fulfil medical prerequisites of occupational health code as specified in the E-3A Component's Occupational Health Examination Programme.
Good physical constitution. Ability to lift heavy objects. Ability to work at heights, in cramped enclosed areas and uncomfortable conditions/positions.

7. DESIRABLE QUALIFICATIONS:

a. Professional/Experience:
Previous relevant NATO assignment. Relevant experience working in an international/military environment. Experience in multi-engine aircraft propulsion maintenance on narrow and/or wide-body aircraft, preferably E-3A aircraft. Experience in maintaining or knowledge of other aircraft and/or of other aircraft systems. Basic Knowledge of "Disabled Aircraft Recovery (DAR)". Experience in conducting training as a mentor.

b. Education/Training:
None.

c. Language (SLP Listening, Speaking, Reading, and Writing):
English 3333

8. CIVILIAN POSTS:

a. Personal Attributes:
The duties and responsibilities of this post require well-developed judgement and ability to think clearly coupled with the need to anticipate, identify, and deal with problems, some of

which will be out of the ordinary. They also require good creativity, interpretive thinking and well-developed analytical ability to independently resolve complex technical problems. The incumbent is expected to perform assigned responsibilities and duties independently with little or no direct guidance. Is expected to be self-motivated and proactive. The incumbent is expected to integrate in a team and to promote team spirit. The incumbent is expected to be conversant with the rules, regulations, directives, applicable technical data, and to act upon these with little or no supervision.

b. Managerial Responsibilities:

May be required to supervise personnel while conducting training as a mentor.

c. Professional Contacts:

Maintains regular day-to-day internal professional contacts with other maintenance and supply personnel to resolve problems related to assigned responsibilities and duties at own level and for the exchange of information. Regular contacts with LW Job Control for the coordination of work.

d. Contribution to the Objectives:

The incumbent has an important role in the consistent provision of quality a/c engine and APU maintenance, which directly influences the quality of maintenance personnel and a/c maintenance production, and positively impact the E-3A Component's ground as well as flight safety posture. The incumbent makes an important contribution to everyday and long-term effectiveness and efficiency of the Squadron. The incumbent is directly responsible for the compliance of aircraft maintenance with airworthiness requirements.

e. Work Environment:

Works in workshops as well as on aircraft inside/outside a/c hangars and on the flight line. Incumbent is required to routinely perform work utilising Personal Computer or Laptop. Is required to wear Personnel Protective Clothing (PPE). Work may be affected by adverse weather conditions. Regularly exposed to above average noise levels, aircraft fumes, liquids, special adhesive components and gases. Moderate risk of injury due to exposure to high voltage, high current, under pressure fluids and heights. Regular heavy lifting required. Moderate risk of occupational illness.

f. Shift work:

Yes. May be required to work irregular shift cycles.

9. REMARKS:

None.

10. SALARY AND CONDITIONS OF EMPLOYMENT:

Salary and conditions of employment will be in accordance with the NATO Civilian Personnel Regulations (NCPR).

The monthly basic salary, including current adjustments, for a NATO B-4 post in Germany is €3,759.44. The salary and allowances paid by the organization are exempted from income tax.

The place of duty will be at the NATO Air Base Teveren, near Geilenkirchen, Germany.

11. APPLICATION PACKAGES (Hereinafter referred to as Applications):

PLEASE READ CAREFULLY (How to Apply)

Candidates are requested to strictly adhere to the following instructions:

a. Applications must be forwarded to the following address:

NAEW&CF E-3A Component
Civilian Recruitment/Services Section
Post Box 411008
D-52511 Geilenkirchen

b. Applications must quote the above-mentioned advertisement numbers.

c. Only applications containing complete and pertinent information and documentation will be taken into consideration. As a minimum, application packages must include a fully completed NAEW&CF E-3A Component Application Form and a fully completed Post Requirements Versus Applicant's Qualifications Form (both forms can be obtained on the following Internet site: www.e3a.nato.int). Candidates must answer every question on both forms completely in English. Expressions such as please see attached CV, please see annex, please see enclosed document, etc. are not acceptable.

d. Applications must also include documentary evidence of the educational and vocational requirements as listed under essential qualifications. Applicants are further requested to supply documentary evidence in support of the statements made in the application (such as certificates of other education/training, evaluation sheets, job descriptions, letters of appreciation/recommendation, etc.). Do not submit the original texts of references or testimonials. Any documentation submitted in a language other than English must be accompanied by at least an unofficial translation.

e. If you are or have been a NATO civilian (or a civilian in one of the Coordinated Organizations), please indicate your last grade and step held, and specify in which NATO Body (or Coordinated Organization) you are/were employed.

f. Applications should be submitted by normal mail (serving NATO civilian staff members from outside the NAEW&CF E-3A Component must send their applications through their Civilian Personnel Office; German military personnel and German civil servants must send their applications through BMVg PSZ II 7 in accordance with ZDv 14/5) to reach the above address not later than the above-mentioned closing date in order to be considered. Exceptionally, however, late applications may be accepted, provided that completed applications arrive prior to finalisation of the pre-screening. Applications received after completion of the pre-screening will not be considered.

12. SERVING MEMBERS OF THE INTERNATIONAL CIVILIAN STAFF OF ANY NATO BODY:

Article 57.1 NCPR: Serving members of the international civilian staff of any NATO body may apply for this vacancy. The applications of such staff members shall be examined together with those of outside candidates. Where relevant qualifications and suitability are equal, preference will be given to serving candidates.

13. REDUNDANT STAFF:

Article 57.2 NCPR: Staff members who become redundant shall be given the opportunity to apply for the vacant posts throughout the organization and the candidature of such staff members for a post of their own grade shall be considered before other recruitment is put in hand.

POST REQUIREMENTS VERSUS APPLICANT'S QUALIFICATIONS

Post Title: Senior Technician (Propulsion)
NATO Civilian Grade: B-4

Advertisement Number: 09010+09011

Dear Applicant,

This form has been specifically designed to aid the Civilian Personnel Selection Board (CPSB) in ascertaining whether or not you meet the essential and desirable qualification requirements of the aforementioned posts as advertised. If you are applying for more than one vacant post listed in separate advertisements, it will be necessary for you to complete a separate form for each advertisement.

This form consists of 2 parts. You are required to make entries in **all** blocks in **both** parts under "B" below.

Part 1 lists the Essential Qualifications of the above post (with the exception of security clearance).

In completing **each** block under "B" in part 1, **you must provide factual information stating how you meet the respective essential qualifications quoted under "A".**

IMPORTANT: Normally the CPSB will only consider the applications of candidates fully meeting all the essential qualifications of the job description. When no candidates apply who meet all the essential qualifications, the board may decide to consider candidates not possessing all of the essential qualifications.

Part 2 lists the Desirable Qualifications of the above posts. In completing **each** block under "B" in part 2, you must **either** provide factual information stating how you meet the respective desirable qualification quoted under "A" **or** indicate that you do not meet it.

For more information about these posts you are kindly advised to refer to the official advertisement.

This form is to be completed by computer, typewriter or in clearly legible handwriting and is to be returned to the E-3A Component Civilian Recruitment/Services Section.

Expressions such as: please see attachment, annex, enclosed document, CV, etc., are not acceptable.

PART 1 **ESSENTIAL QUALIFICATIONS**

A	B
Essential Qualifications of Post	Corresponding Qualifications of Applicant
Professional/Experience	
Very good working knowledge of aircraft propulsion (e.g. a/c engines and auxiliary power units) maintenance acquired through at least 3 years function related, current professional experience.	
Good working knowledge of interpreting technical publications and independently analysing and rectifying technical problems.	
Education/Training (Please attach copies of all relevant diplomas, certificates, etc.)	
Higher Secondary education and completed intermediate vocational training in aircraft maintenance encompassing aircraft propulsion and auxiliary power unit (APU) systems, OR Secondary education and completed appropriate advanced vocational training with at least 1 additional year of post related, current professional experience.	
Driving license equivalent to European Class B.	

<p align="center">Language</p> <p align="center">The levels of language proficiency are listed in the following sequence: Listening, Speaking, Reading, and Writing. Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual)</p>		
English 3332		
<p align="center">Standard Automated Data Processing (ADP) Knowledge</p> <p align="center">The four NATO standards of ADP Knowledge are: No Knowledge, Basic Knowledge, Working Knowledge, and Advanced Knowledge. (Please attach copies of relevant diplomas, certificates, etc).</p>		
Word Processing:	Basic Knowledge	Word Processing:
Spreadsheet:	Basic Knowledge	Spreadsheet:
Graphics Presentation:	No Knowledge	Graphics Presentation:
Database:	No Knowledge	Database:
E-Mail Client/Web Browser:	Basic Knowledge	E-Mail Client/Web Browser:
Web Content Management:	No Knowledge	Web Content Management:

PART 2
DESIRABLE QUALIFICATIONS


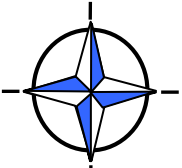
Desirable Qualifications of Post	Corresponding Qualifications of Applicant
Professional/Experience	
Previous relevant NATO assignment.	
Relevant experience working in an international/military environment.	
Experience in multi-engine aircraft propulsion maintenance on narrow and/or wide-body aircraft, preferably E-3A aircraft.	
Experience in maintaining or knowledge of other aircraft and/or of other aircraft systems.	
Basic Knowledge of "Disabled Aircraft Recovery (DAR)".	
Experience in conducting training as a mentor.	
<p align="center">Language</p> <p align="center">The levels of language proficiency are listed in the following sequence: Listening, Speaking, Reading, and Writing. Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual)</p>	
English 3333	

"I understand that the information provided by me above will be used in determining my qualifications for possible employment with the NAEW&CF E-3A Component. I realize that any false statement or omission even if unintended on my part, may lead to the cancellation of my application or may render a future appointment liable to termination."

Full Name (in Print)

(Signature)

(Date)

Civilian Personnel Office use only			ATTACH RECENT IDENTITY PHOTOGRAPH (passport size)
No.:	Received on:		
Status:			
Application for Civilian Employment			
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> NAEW&CF E-3A COMPONENT Civilian Recruitment/Services Section Post Box 411008 · D-52511 Geilenkirchen </div>  </div>			
1. Reference of the vacancy for which you are applying or the type of employment for which you are especially qualified:			
2.a. Surname:	2.b. First name(s):	2.c. Maiden name (if applicable):	
3.a. Permanent address:	3.b. Mailing address (if different from 3.a.):	4. Telephone: Home: Work: Mobile: Fax: E-mail address:	
5.a. Country and place of birth:	5.b. Date of birth: 5.d. Status: <input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Other (explain)	6.a. Citizenship at birth: 6.b. Citizenship now (if different from 6.a., explain):	
5.c. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			
7. Please give the following information about spouse and children:			
Name	Date of birth	Relationship	

8.a. Secondary Education:																					
Name, Place and Country					Month/Year of attendance		Type of School					Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects									
					From	To															
8.b. Further Education:																					
Name, Place and Country					Month/Year of attendance		Type of School					Qualifications obtained (e.g. certificate(s), diploma(s)) indicating main subjects									
					From	To															
9.a. List professional societies to which you belong:																					
9.b. List, but do not attach, any significant publications you have written:																					
10. Languages: describe proficiency below, by ticking the appropriate box. Please start with your mother tongue.																					
Level 1 = Elementary; Level 2 = Fair (limited working); Level 3 = Good (minimum professional); Level 4 = Very Good (full professional); Level 5 = Excellent (native/bilingual)																					
Language	Listening					Speaking					Reading					Writing					
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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11. Shorthand and typing: indicate speed in words per minute.																					
	English					French					Other										
Typing:																					
Shorthand:																					
12. Indicate your computer skills.																					
Hardware:																					
Application Software:																					
Computer Languages:																					

13. Type(s) of driving license:			
14. Have you completed your compulsory military service?		<input type="checkbox"/> Not applicable <input type="checkbox"/> No <input type="checkbox"/> Yes	Rank:
If yes, indicate dates:		From:	To:
If no, give reason:			
Do you have further service commitments:		<input type="checkbox"/> No	<input type="checkbox"/> Yes, please give details
<p>15. EMPLOYMENT RECORD</p> <p>Starting with your present position, list in reverse order, details of present/previous employment. Use a separate block for each position. Include also service in the armed forces and note any period during which you were not gainfully employed. If required, attach additional pages in the same format. If employed as a NATO Civilian, or within one of the co-ordinated organisations, indicate (last) grade and step.</p> <p>A). PRESENT EMPLOYMENT</p> <p>Date of employment Since:</p> <p>Net salary per annum Starting: Present:</p> <p>Type of business: Number of employees under your direct supervision:</p> <p>Title of your position (Grade/Step):</p> <p>Name and position of your supervisor:</p> <p>Name, address and phone no. of employer:</p> <p>Reason for wishing to leave your present employment:</p> <p>Summary of your work:</p>			

B). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

C). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

D). PREVIOUS EMPLOYMENT

Date of employment

From:

To:

Net salary per annum

Starting:

Final:

Type of business:

Number of employees under your direct supervision:

Title of your position (Grade/Step):

Name and position of your supervisor:

Name, address and phone no. of employer:

Reason for wishing to leave your previous employment:

Summary of your work:

16. List periods of residence away from home country, excluding holiday trips:

Country	Reason	Dates (From - To)

17. Have you ever been convicted of an offence other than minor traffic violations?

☐ No ☐ Yes, nature of offence(s)

18. What is your present state of health? Indicate any physical disabilities or chronic illness(es):

19.a. Would you object if we contact your present employer?

☐ Yes

☐ No

19.b. Would you object if we contact your previous employer(s)?

☐ Yes

☐ No

20. References: List three persons not related to you by blood or marriage, who are familiar with your character and qualifications. Do not repeat supervisor(s) given in Item 15.

Name	Full address	Telephone	Profession/Relationship

21. State briefly any special qualification(s) not covered earlier, any activities or other significant features, which may help in support of your application:

22. Are you willing to accept a post requiring:

- a. frequent travel?
- b. occasional travel?
- c. shift work?
- d. on-call duty?
- e. short- and long-term deployments?

☐ Yes
☐ Yes
☐ Yes
☐ Yes
☐ Yes

☐ No
☐ No
☐ No
☐ No
☐ No

23. How long is the notice period you would require before you could start employment?

24. Are you related by blood or marriage or share a local residence with someone who works at the organization to which you are applying?

If yes, please list name(s) and relationship(s).

☐ Yes

☐ No

Name	Relationship	Component ID

25. Do you agree to the organization considering this application for other suitable vacancies which may arise within a period of 12 months?

☐ Yes

☐ No

Did you use additional sheets to this application form?
If yes, how many?

☐ Yes

☐ No

" I am willing to undergo the prescribed medical examination prior to any appointment and have no objection to an investigation being conducted by the competent authorities of the country of which I am a national for the issue of a security clearance."

" I realize that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application or may render my appointment liable to termination."

(Signature)

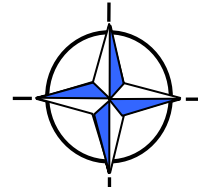
(Date)

(Name in Print)

Supplementary Questionnaire for Civilian Employment



NAEW&CF E-3A COMPONENT
 Civilian Recruitment/Services Section
 Post Box 411008 • D-52511 Geilenkirchen
 Phone 0049 (0) 2451-632344 or 0049 (0) 2451-632343
 Fax: 0049 (0) 2451-632321



The NAEW&CF E-3A Component is a multinational NATO Command Force providing an airborne early warning and control capability in support of Alliance objectives. The operational nature of the mission of the NAEW&CF E-3A Component requires civilian personnel to perform their duties in special circumstances and conditions. Consequently, the purpose of this questionnaire is to inform and prepare candidates for the employment conditions prevailing at the NAEW&CF E-3A Component and to provide the Organisation with further details in addition to the information already contained in the application for civilian employment form.

**Please, complete this questionnaire and return it to the above address as soon as possible.
 If you answer any of the questions with “No”, please provide an explanation under “Comments”.**

1. In accordance with the NATO Civilian Personnel Regulations, “the Head of the NATO Body may for reasons of service at any moment call upon members of the staff, whose whole time shall thus be at the disposal of the organisation.”

This means that you may be required to work extensively long and/or irregular hours to include work on weekends and official holidays, night work, shift work, standby duty, etc.

Are you willing to do this?

YES

☐

NO

☐

Comments

2. In light of the changing tasks of NATO (and particularly of the E-3A Component) it must be expected that you will, for shorter or longer periods, possibly encompassing many months in a year, be required to perform your duties at any location worldwide.

Are you willing to do this?

YES

☐

NO

☐

Comments

<p>3. Depending on the security situation, the E-3A Component Commander may require that certain measures be taken to ensure the safety and security of all personnel at the Main Operating Base, a Forward Operating Base or at another location from where the NAEW Force must operate. These measures are generally known as “force protection measures” and they may include attending special deployment and security briefings, the necessity to stay in NATO arranged overnight accommodation, wearing NBC mask and NBC protective clothes or other protective equipment, “free-time” movement restrictions during missions, etc. You would also be required to participate in training and exercises in order to familiarize yourself with safety, security and personal protection procedures and practices.</p> <p>Are you willing to work under such conditions?</p> <p>Are you willing to undergo such training?</p>	<p>YES <input type="checkbox"/></p> <p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p><u>Comments</u></p>
<p>4. When required to perform your duties at a location other than Geilenkirchen, particularly in remote areas, you may be required to live and work in uncomfortable circumstances and conditions.</p> <p>Are you willing to do this?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p><u>Comments</u></p>
<p>5. If employed as a NATO Civilian with the E-3A Component you will be required to be immunized against a variety of different diseases.</p> <p>Are you willing accept this requirement?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>	<p><u>Comments</u></p>
<p>I understand that the information provided by me above will be used in determining my suitability for possible employment with the NAEW&CF E-3A Component.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>_____</p> <p>(Signature)</p> <p>_____</p> <p>(Name in Print)</p> </div> <div style="width: 45%;"> <p>_____</p> <p>(Date)</p> </div> </div>			

Please read the following information very carefully before filling out the NAEW&CF E-3A Component application form.

Filling out the form.

The **application form** must be completed **fully in English**.

If you attach a document written in any language other than English, you should provide a translation. A certified translation is not mandatory but better than an unofficial translation.

You must **answer all of the questions**. If a question is not applicable, enter n/a.

The Organization reserves the right to **reject incomplete application forms** without further processing. This **includes application forms** submitted **without an attached, recent identity photograph**.

When answering specific questions, do not simply refer to information that you may have already previously provided. Enter the information again.

It is important that the information you provide is easy to read. If you are filling the application form out by hand, you should use black ink.

Use extra sheets of paper if the space provided is insufficient to answer a question in full.

Do not forget to **sign and date the application form** after having carefully read the statements in the signature block.

Showing that you meet the qualification requirements of an advertised post.

If you have applied for advertised posts and specified the advertisement numbers, you will find attached a copy of the respective vacancy advertisement and "Post Requirements Versus Applicant's Qualifications" form.

In order to be **short-listed** for a **test/interview**, you will need to meet, **as a minimum, all of the** professional experience, education/training, language, and ADP requirements listed under **Essential Qualifications** in the "Post Requirements Versus Applicant's Qualifications" form.

An **ideal candidate** will possess **all** of the **essential** and **desirable** qualification requirements. Therefore it is **important** that you state in your application and in the Post Requirements Versus Applicant's Qualifications form how you meet the essential/desirable qualifications required.

If, when reviewing your application, the Civilian Personnel Selection Board **cannot find** information relating to **all** of the **essential qualification requirements**, you will have **no chance at all to be invited for a test/interview**.

(continued on reverse)

Factors having an impact on your eligibility for employment with the NATO Airborne Early Warning and Control Force (NAEW &CF) E-3A Component.

You must be a **national of a NATO member country**. **Note:** Please see also the information provided below under “Categories of civilian employment to which this application form is applicable.”

You must have **completed** any initial term of **compulsory military service** required of you under the provisions of your national legislation.

You must be willing to undergo a **medical examination** to ensure that you fulfil certain physical standards and be free from or definitely cured of any disease that might constitute a risk to others.

You must have an **adequate knowledge** of the **English** language.

Categories of civilian employment to which this application form is applicable.

This application form is to be used to apply for **NATO International Civilian (NIC)** posts and **Local Wage Rate (LWR)** posts at the NAEW&CF E-3A Component.

NIC posts are internationally funded and have an international status. They are administered in accordance with NATO rules and regulations and are not governed by national labour legislation.

Applications for NIC posts will only be accepted from nationals of NATO countries that contribute to the NAEW&CF E-3A Component Operations and Support budget. These countries are Belgium, Canada, Denmark, Germany, Greece, Hungary, Italy, Luxembourg, The Netherlands, Norway, Poland, Portugal, Spain, Turkey and the United States of America.

LWR posts are internationally funded and have a local hire status. They are subject to employment conditions prevailing in Germany and administered in accordance with German Labour Law.

Applications for LWR posts will, in principle, be accepted from nationals of all NATO countries. However, nationals of NATO countries that are not members of the European Union (EU) require a Residence Permit and a Work Permit for Germany.

Categories of civilian employment to which this application form is **not** applicable.

You may **not** use this application form to apply for **Non Appropriated Fund (NAF)** posts at the NAEW&CF E-3A Component. NAF posts are local hire posts in the NAEW&CF E-3A Component clubs and recreational facilities. They are subject to the same employment conditions as LWR posts but are paid out of funds generated locally by Morale & Welfare Activities. Requests for application forms for these posts should be forwarded to:

**NAEW&CF E-3A COMPONENT
NAF Payroll & Recruitment Office
Post Box 411003
D-52511 Geilenkirchen**

Similarly, requests for application forms and associated questions related to civilian employment with National Support Units, Garrison Administration (Standortverwaltung), NATEX, Post Office, Bank, Barber's Shop, Dry Cleaner's etc, should be forwarded directly to the relevant facilities concerned.

FOTOGRAFIA

SCHEDA BIOGRAFICA (fac-simile)
- Parte Prima -

1 <u>CODICE FISCALE</u>		2 <u>FORZA ARMATA</u>	
3 <u>COGNOME</u>	4 <u>NOME</u>	5 <u>GRADO E ARMA</u>	6 <u>CATEGORIA E RUOLO</u>
7 <u>DATA DI NASCITA</u>	8 <u>LUOGO DI NASCITA</u>	9 <u>SESSO</u>	10 <u>STATO DI FAMIGLIA</u> (1)

[illegible]

(data) ** - ** - ****

18	<u>TITOLI DI STUDIO</u> (4)			
19	<u>CORSI SUPERIORI DI FORMAZIONE DI F.A. E/O INTERFORZE</u> (5)		<u>PERIODI ED ESITO</u>	
	<u>ALTRI CORSI</u> (6)		<u>PERIODI ED ESITO</u>	
20	<u>LINGUE ESTERE</u>		<u>GRADO DI CONOSCENZA E ANNO</u>	
a. ACCERTATE			a. SLP (STANAG 6001 - Livello e percentuale)	
b. ACCERTATE			b. Grado diverso o antecedente allo STANAG 6001	
c. NON ACCERTATE/DICHIARATE			Sufficiente	Buono Molto Buono
21	<u>ABILITAZIONE INFORMATICA</u>			
a. Programmatore (6):	Corso:			
b. Analista (6):	Corso:			
22	<u>CONOSCENZA INFORMATICA</u>			
a. PC:	b. Sistemi Operativi:			
c. Word Processor:	d. Software:			
e. Altro:				

23	<u>ONORIFICENZE E RICOMPENSE</u>	
24	<u>PUBBLICAZIONI</u> (6)	
25	<u>POSIZIONE IN GRADUATORIA</u> (7) ** SU **	26 <u>ESITO DELLE VALUTAZIONI AL GRADO SUPERIORE</u>
27	<u>QUALIFICHE RIPORTATE NELLA VALUTAZIONE CARATTERISTICA RELATIVA AI PRINCIPALI INCARICHI INDICATI E COMUNQUE DEGLI ULTIMI 10 ANNI</u>	
28	<u>PRECEDENTI DISCIPLINARI DEGLI ULTIMI 5 ANNI</u>	
	a. Provvedimenti di corpo: _____ durata _____ anno _____ b. Provvedimenti di stato: _____ durata _____ anno _____ c. Negativo: _____	
29	<u>PRECEDENTI PENALI</u>	
30	<u>NULLA OSTA DI SEGRETEZZA</u> (8) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di inter</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	31 <u>DATA DI SCADENZA</u>
30	<u>ASSICURA LA PERMANENZA NELL'INCARICO?</u> (9) <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">SI</div> <div>Barrare la casella di interesse</div> <div style="border: 1px solid black; padding: 2px 10px;">NO</div> </div>	

INFORMAZIONI AGGIUNTIVE (10)

Ai sensi della Legge 675 / 96 i dati personali contenuti in questo modulo saranno trattati esclusivamente per lo svolgimento dei compiti di ufficio e non saranno comunicati o diffusi a soggetti non appartenenti all'Amministrazione Difesa.

Firma di convalida (11)

Note:

- (1) Se coniugato con prole, indicare il numero dei figli.
- (2) Indicare il Corso Normale d'Accademia (Militare, Navale o Aeronautica) o l'Istituto/Corso di Formazione (es: Scuola di Applicazione - Corso per Ufficiali del Corpo Tecnico; Accademia Navale - Corsi Ruoli Speciali/Nomina Diretta; Scuola di Applicazione A.M. - Corso Allievi Ufficiali di Complemento; Scuola Allievi Sottufficiali; ecc.).
- (3) Per gli incarichi di comando, menzionare i periodi svolti a partire dal C.do di Btg od equivalente a seconda della F.A. di appartenenza.
- (4) Per i provenienti dai Corsi Normali dell'Accademia, oltre all'eventuale Diploma di Laurea conseguito al termine del Corso, indicare anche il Diploma di Scuola Media Superiore di ingresso.
- (5) Es: Scuola di Guerra (S.G.); Istituto di Guerra Marittima (I.G.M.); Scuola di Guerra Aerea (S.G.A.); Istituto Superiore Stati Maggiori Interforze (I.S.S.M.I.); Istituto Alti Studi per la Difesa (I.A.S.D.); ecc.
- (6) Menzionare solo quelli riportati a matricola.
- (7) Per gli Ufficiali del Ruolo Normale, l'attuale posizione nella graduatoria del corso di appartenenza; per il Ruolo Speciale, la posizione indicata negli annuari di FA a parità di anzianità di spallina.
- (8) Specificare se l'interessato possiede il livello di NOS previsto per l'incarico barrando la casella **SI** o **NO** e indicando solo la data di scadenza. Qualora diverso da quello previsto, specificare la data di inoltro della richiesta di elevazione/rinnovo.
- (9) Se non diversamente specificato, 3 anni per gli Ufficiali, 5 anni per i Sottufficiali. In caso contrario specificarne le motivazioni nel campo "Informazioni Aggiuntive".
- (10) Evidenziare tutti gli elementi che concorrono a rendere idoneo il candidato per la posizione cui viene proposto e fornire una previsione sugli impegni che la F.A. ha previsto nel breve/medio termine (es. periodi di impiego fuori area e/o corsi attinenti l'iter formativo quali ISSMI ed altri specifici di F.A.).
- (11) Capo Ufficio dell'Organo di impiego o suo delegato.

Grado COGNOME Nome

(data) ** - ** - ****

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- (11) Capo Ufficio dell'Organo di impiego o suo delegato.

Grado COGNOME Nome

(data) ** - ** - ****

CURRICULUM VITAE

<u>NAME</u>	<u>INITIAL</u> //	<u>RANK AND DATE</u>	<u>DATE OF BIRTH</u>
<u>NATIONALITY</u>		<u>BRANCH OF SERVICE</u>	
<u>RECORD OF SERVICE</u>	<u>APPOINTMENT</u>	<u>DATES</u>	<u>DUTIES PERFORMED</u>
			.
			—
			—
			—
			—
			-
<u>COURSES</u>			<u>DATES</u>
<u>LANGUAGES</u>			<u>SLP (STANAG 6001)</u>

<u>AWARDS AND DECORATIONS</u>	
<u>CIVIL STATUS</u>	
<u>SECURITY CLEARANCE</u>	